Online Registration Instructions

1. Log onto (http://My.Umary.Edu). Enter your username and password and click **login.**
2. Click on **Student** tab.
   a. In the **Navigation Bar** located on the left hand side, click on the folder labeled **Academic Information.**
   b. Click on the **Registration link** in the Navigation Bar.
   c. Click on the **Online Registration** in the Navigation Bar.
3. If there are any holds, they will be listed here. Contact Student Accounts at 701-355-8143 for financial holds (check and pay the account online by using your PIN and ID or call 701-355-8082).
4. Click on **Add/Drop Courses**

To **Add** Course: (After steps 1-4 above)

1. Select the correct **Term** from the dropdown list or select the year/term displayed.
2. Select the **Department** and **Division** for the course and click **Search**.
3. Under the **Add** column, check the course(s) you want to register for and click **Add Courses**.
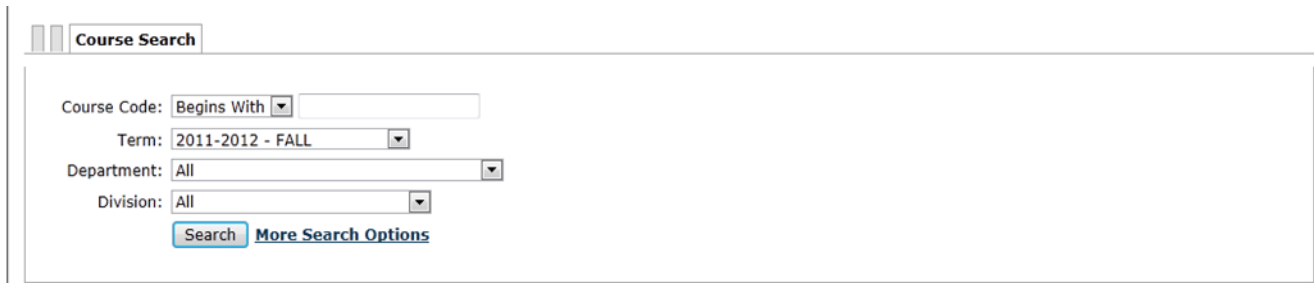

4. A message stating that the course was successfully added will appear.

5. Verify in the **Your Schedule** section for the term.
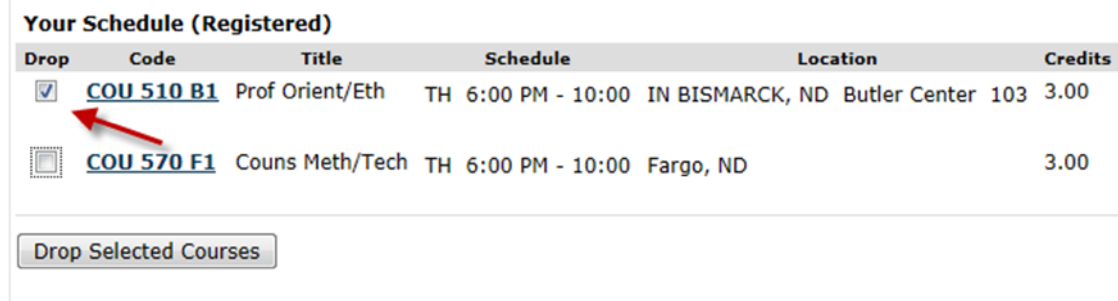
To **Drop** a Course: (After steps 1-4 above)

1. Select the correct **Term** from the dropdown list or select the year/term displayed.
2. Select the **Department** and **Division** for the course and click **Search**.
3. View your registrations in **Your Schedule** just below the **Course Search** window. Under the **Drop** column, check the course(s) you want to register for and click **Drop Selected Courses**.

4. The correct **Course's drop box** at the bottom of the page. Choose **Add/Drop Courses.** A message stating that the course was successfully dropped will appear.
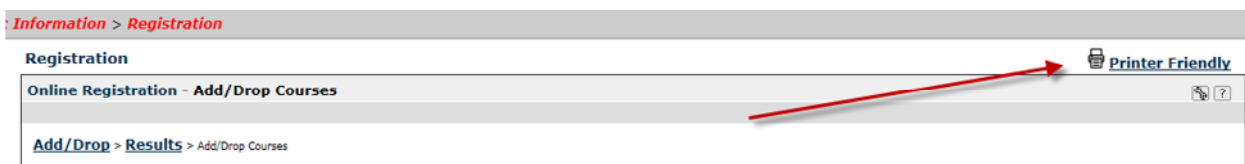5. Verify in the **Your Schedule** section for the term.

To **Print Schedule**: (After steps 1-4 above)

1. Return to the **Academic Information** folder on the left hand navigation bar.
2. Click on **Schedules and GPA.**
3. Click on **All My Courses.**
4. In **Show,** select **Past, Current,** or **Future** to display your course schedule.
5. Clicking on the **Printer Friendly** link to view printable screen**.**

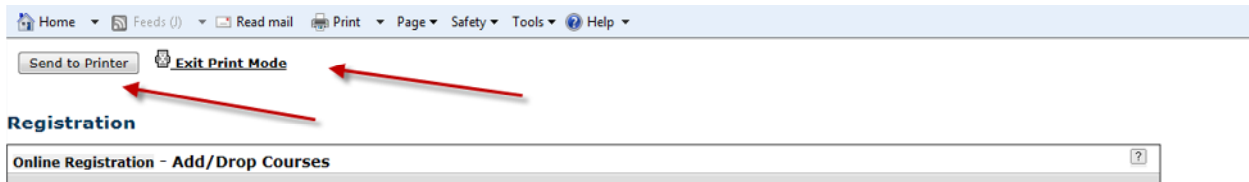

6. Select **Send to Printer** in the upper left corner or **Exit Print Mode.**

7. Select **Exit Print Mode** to return to the previous page.